

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE SUBJECT INTERNET ACCESS	EFFECTIVE DATE 07/01/07	NUMBER 01.04.104
	SUPERSEDES 01.04.104 (05/15/00)	
	AUTHORITY MCL 791.203; Annual Appropriations Act	
	ACA STANDARDS 4-4100; 4-4101; 4-4102; 4-ACRS-7D-05; 4-ACRS-7D-06; 1-ABC-1F-01; 1-ABC-1F-02; 1-ABC-1F-04	
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POLICY STATEMENT:

Internet access shall be available to staff as a tool by which to provide, exchange and retrieve information and documents for use in the performance of necessary job functions.

RELATED POLICIES:

01.04.105 Use of Department Computer Equipment, Software and Services

POLICY:

DEFINITIONS

- A. Limited Internet Access - Internet access limited to State of Michigan websites and other specific websites authorized by the Director.

GENERAL INFORMATION

- B. The Department of Information and Technology (DIT) is responsible for identifying software authorized to be used by State of Michigan employees to access the Internet on a Department computer. Only DIT approved software shall be installed and used.
- C. Staff shall access the Internet only as needed in the performance of their job responsibilities and in accordance with PD 01.04.105 "Use of Department Computers, Software and Services". Supervisory staff shall review Internet access monitor reports received from DIT to ensure employees are complying with this requirement.
- D. Department computers located within the security perimeter of a Correctional Facilities Administration (CFA) institution or Field Operations Administration (FOA) facility shall have Internet access only as authorized by this policy. However, a laptop or other device which has Internet access may be brought inside the security perimeter with approval from the appropriate Deputy Director or designee provided the device is not otherwise prohibited within the facility (e.g., cell phone) and is used only for limited Internet access while inside the security perimeter; this is not intended to prohibit use of the device for word processing or e-mail or in other ways unrelated to Internet access.
- E. Computers with Internet access shall be located only in areas that are not accessible to prisoners, probationers, and parolees unless the offender is in the area under direct staff supervision. Under no circumstances shall a prisoner be permitted to use a computer which has Internet access. A probationer or parolee shall not be permitted to use a Department computer which has Internet access.

APPROVAL PROCESS

- F. All staff positions assigned a Department computer are pre-approved to have limited Internet access. The appropriate Executive Policy Team (EPT) member may authorize additional Internet access based on the duties of the position; however, requests for positions located within the security perimeter of a

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CFA institution or FOA facility may be approved only if access is necessary to perform the primary work responsibilities assigned to the position. An Internet Access Request form (CAJ-422) shall be used to request and approve additional Internet access; the request may be denied at any level.

- G. Whenever an EPT member approves a request for additional Internet access, the EPT member shall ensure that appropriate supervisors, the Automated Data Systems Section in the Office of Research and Planning, Planning and Community Development Administration, and designated DIT staff are notified of the position approved to have access. In response, DIT will provide the position with access to the approved site. EPT members also shall ensure that appropriate supervisors, the Automated Data Systems Section, and designated DIT staff are notified if the approval is subsequently withdrawn by the EPT member. In response, DIT will close the position's access the site.
- H. The Manager of the Automated Data Systems Section shall maintain a current list of all Department positions approved to have additional Internet access.

ACCESS FOR NON-DEPARTMENT EMPLOYEES

- I. Contractual employees and other non-Department employees who provide services at a Department facility or office may be approved by the appropriate EPT member or designee to use a Department computer with Internet access for official business associated with the services provided. If approved, the non-Department employee shall be given a copy of this policy directive and required to verify receipt in writing prior to being allowed to access the Internet. A violation of the security requirements set forth in this policy shall result in termination of the non-Department employee's access to the Internet.
- J. If a contractual employee or other non-Department employee has access to the Internet through his/her personal computer and wants to connect to the Internet at the facility or office Local Area Network (LAN) for official business associated with the services provided to the Department, the facility head or office supervisor may approve such access in accordance with this policy. If approved, the non-Department employee shall be given a copy of this policy directive and required to verify receipt in writing prior to being allowed to access the Internet. A violation of the security requirements set forth in this policy shall result in termination of the non-Department employee's access to the LAN.

OPERATING PROCEDURES

- K. Wardens, the FOA Deputy Director, and the Deputy Director of the Planning and Community Development Administration shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive. Procedures shall be completed within 60 calendar days after the effective date of this policy directive. This includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- L. Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist EPT members, Administrative Management Team members and Wardens with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

Approved: PLC 06/13/07